



CITY OF HOUSTON

Job Posting

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Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

GIS MANAGER

Posting Number

PN# 103563

Department

Public Works & Engineering Department

Division

Public Utilities Division

Section

Operations Support Branch

Reporting Location

611 Walker*

Workdays & Hours

M - F, 8:00 a.m. - 5:00 p.m.*

***Subject to change**

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Manages, establishes goals and evaluates the work of a GIS center. Ensures compliance with laws, codes, ordinances and policies. Administers database updates, design, maintenance and documentation. Insures database and data entry standards are met and monitors database security and integrity. Administers the programming function for a GIS center. Evaluates and approves new projects, software and equipment. Ensures standards and integrity are maintained. Evaluates capability, functionality and usage of GIS and reports. Evaluates hardware and software products. Advises senior management on changing system requirements. Prepares, monitors and ensures compliance with budget. Consults with users and other geographic information systems to facilitate data sharing and resolve data acquisition issues. Guides, trains and provides support to GIS users and staff.

WORKING CONDITIONS

The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Geographic Information Science, Planning, Geography, Computer Science or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Six years of professional experience working with a comprehensive geographic information system, with two of the years in a professional supervisory capacity, are required.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES None

SELECTION/SKILLS TESTS REQUIRED None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass assignment Drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 29
\$ 1,885 - \$ 2,639 Biweekly \$49,010 - \$68,614 Annually

OPENING DATE **March 23, 2005**

CLOSING DATE **Open Until Filled**

APPLICATION PROCEDURES

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** The Human Resources Department TDD Phone Number is (713) 837-9496.

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